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CS/HPM-39

7 April 1971

MEMORANDUM FOR: CS Division and Staff Chiefs and
Custodians of CS Historical Papers

SUBJECT : Control and Readership of CS
Historical Papers

REFERENCES : A. CSHB 5-13-1, 1 February 1966
B. CSI 5-13, 9 August 1967
C. CS/HPM-2, 6 October 1967
D. CS/HPM-7, 6 November 1967
E. CS/HPM-18, 7 October 1968
F. CS/HPM-20, 11 October 1968
G. CS/HPM-29, 24 March 1969
H. CS/HPM-31, 1 August 1969

1. For convenience and reference, earlier instructions and memoranda concerning the handling of published CS Historical Papers are listed above. This memorandum is to supplement and update these instructions.

2. Sensitivity of published histories varies considerably depending on the subject matter and detail contained. Regulations and procedures governing access to the histories are determined by the more sensitive categories. Readership should be restricted to those who have need to know. Components should ensure, however, that the papers are made available to those who do have a need to know. This would include, among others, component managerial personnel and officers proceeding on assignments to the field. Determination as to whether personnel inside or outside the controlling component should be permitted access to a given paper should be made by the component custodial officer, or in some instances, by the component chief himself.

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3. The referenced instructions describe the procedures for recording and reporting readerships of the papers. Information concerning the extent of readership is of value to the CS Historical Staff in formulating a continuing evaluation and revision of the program. Critical comments, suggestions and statements by the readers with regard to usefulness of the papers would be most helpful.

4. It is requested that the Secretary of the CS/HB be advised concerning the identity of current component custodians of Historical Papers and of any future transfers of custodianship. It is also requested that summary reporting on readership be resumed covering six month periods, the next report to be forwarded on or about 1 July 1971. Any particularly significant critiques or reviews of individual histories may be forwarded at any time.

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Executive Secretary
CS Historical Board

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